

Yahya Sleiman

Details

Abu Dhabi
United Arab Emirates
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DRIVING LICENSE

Available

PLACE OF BIRTH

Abu Dhabi

Skills

Leadership and Teamwork

Effective Time Management

Adaptability

Fast Learner

Decision Making

Ability to Work Under Pressure

Communication Skills

Creativity

Ability to Multitask

Microsoft Office

Microsoft Excel

Microsoft PowerPoint

Computer Skills

Hobbies

Playing the guitar
Weightlifting
Reading books on Psychology
Working with Photoshop

Languages

English

Arabic

Profile

I am an Abu Dhabi University graduate with a degree in Business Administration in Accounting. I aim to find challenges in various aspects of my work, overcome them, and grow professionally and personally. I am extremely goal-driven, meticulous, systematic, adaptable, and quick-to-learn. I am a firm believer of the growth mindset and I always attempt to expand and improve my abilities – whether through practice, reading, or exploring new experiences and topics.

Education

Bachelor of Business Administration in Accounting, Abu Dhabi University, Abu Dhabi

SEPTEMBER 2019 — January 2023

Throughout my academic career I have had various experiences with organizing and leading teams, learning new software, and overcoming various types of new challenges. I find joy in researching, recording, and problem-solving. At the moment, alongside seeking employment, I am working towards earning a CMA certificate on scholarship awarded for my academic results.

Notable Coursework:

- **International Accounting (A)**
- **Internship in Accounting (A)**
- **Intermediate Accounting II (A)**
- **Technical Communication for Workplace (A)**
- **Advanced Accounting (B+)**
- **Strategic Management (B+)**
- **Accounting Information Systems (B)**
- **Financial Statement Analysis (B)**

Notable Projects:

- **International Accounting:** Organized a team of 4 for the purpose of conducting research and presenting findings on the performance of 2 multinational corporations (ADNOC and Shell). Lead the team towards a 98% score, and learned in the process how to use Bloomberg Terminal and effectively extract data from annual reports.
- **Advanced Accounting:** Solved advanced accounting exercises (such as consolidation, inter-company transactions, and stock investments) within a team of 5. Achieved the maximum grade of 30/30.
- **Strategic Management:** Worked within a team of 5 in a Cesim competition against rival classmates and presented results effectively through a 20 page report and a PowerPoint presentation.

Employment History

Accounting Intern, Etihaad Emirates Mabani, Abu Dhabi

JUNE 2022 — AUGUST 2022

- Received an introduction to internal cash auditing, and analyzed 15 separate journal entries, petty cash statements, invoices, certificates, and receipts.
- Used Excel in the context of recording fixed asset depreciation. I inspected past examples of depreciation schedules, traced the process, and tested functions.
- Given an introduction to Time Sheets, Overtime, Leave Salaries, Wages Protection System, and the process of distributing salaries. In addition, I learned about UAE Labor Laws and tested calculations for 5 employee leave salaries.